

Vendors must have an active, approved master contract under the SITE program and be approved in the category or categories listed in the RFO document in order to respond to and RFO. Vendor is responsible for reading all addenda associated with the RFO.

IT Professional Technical Services

SITE Program

T#:14ATM

Request for Offers (RFO) For Technology Services Issued By

Office of MN.IT Services @ the Department of Public/Bureau of Criminal Apprehension

Project Title: Criminal History System Replacement (CHS) Project – Data Conversion Resource

Category: Analyst

Business Need

The Criminal History System Replacement Project is underway to improve the criminal history business processes and to take advantage of the features available in current systems. The project will replace current databases, current automated processing, and current manual processes related to criminal history with a new set of systems, services and capabilities to increase automation and reduce the amount of effort required to create and maintain accurate criminal history records.

A majority of the development work is being performed under contract by a team working off-site. The BCA requires professional services ready to work in an Agile environment and able to perform as-is and to-be business process analysis and document user stories. The CHS project is in need of a resource who must be able to document user stories, activity, sequence, class, object and state diagrams as required to clearly document the CHS requirements. Able to create data dictionary and data mapping documents, writing acceptance criteria, test scenarios and conduct user acceptance testing. Able to coordinate activities with a team to document and improve business processes with complex rules and comply with statutory and legal requirements. The successful responder will coordinate with other business analysts, a project manager, project sponsor, quality assurance, technical staff, subject matter experts, and the off-site development vendor team.

The Criminal History System project effort includes:

- Data conversion from the existing system
- Data synchronization and integrity
- Integration with several existing BCA services and systems
- Implementation of several business processes
- Appropriate dissemination of information

Project Milestones and Schedule

- Anticipated Contract Start Date: July 1, 2017
- Sprint Schedule: Sprints are 4 weeks long; 13 sprints in a calendar year
- Anticipated End Date: April 15, 2019.
- The State will retain the option to extend the work orders in increments determined by the State.

Project Environment

The Criminal History System is being delivered under a contract with The Boeing Company out of their offices in Herndon, VA. The BCA is responsible to define the business processes and requirements and Boeing is responsible for development of the customizations of their product. The resource selected for this position will work as part of an integrated development team with Boeing staff, BCA staff, and other BCA contractors. The ideal candidate will have the following characteristics:

- Team player able to work effectively at all levels of an organization with the ability to influence others to move toward consensus;
- Strong situational analysis and decision making abilities;
- Team leadership capabilities;
- Extensive experience planning and deploying both business and IT initiatives;
- Ability to illicit and articulate the business need in a timely manner;
- Ability to work under strict time lines and on a high pressure project;
- Exceptional communication skills and the ability to communicate appropriately at all levels of the organization; this includes written and verbal communications as well as visualizations.

The CHS Project has approximately 30 team members, divided almost equally between a contracted off-site development vendor (Boeing) and onsite BCA/MN.IT staff. The BCA team includes both fulltime staff and contracted resources. The team consists of project managers, business analysts, developers, QA testers, technical writers and subject matter experts. The internal project Leads and Project Manager oversee all project goals and deliverables and provide oversight to the work of contracted resources. The project is managed using Agile/Scrum methodology. Current incumbents are eligible to apply.

Project Requirements

The following requirements apply to this project:

- All agency policies and procedures apply to both employees and contracted staff.
- BCA Project Management Office (PMO) standards and templates must be used on the project.
- The individual selected will be expected to prepare all user stories and other documentation in accordance with the format prescribed by the Project Manager and at a level of detail accepted by the Project Manager and Lead BA.
- All documentation and communication with the project team and stakeholders is expected to be clear and concise.
- Enterprise and BCA technology standards must be followed.
- The project is managed using agile methodology.

Travel either in state or out of state may be necessary during the term of this contract. The State will provide advance notice and pay for the travel and subsistence expenses as provided in the current "Commissioner's Plan" established by the Commissioner of Minnesota Management and Budget.

Responsibilities Expected of the Selected Vendor

The BCA operates in a secure environment. The successful candidate will be required to pass a background investigation. The contractor is responsible for the costs of the background investigation performed by BCA. The cost of the investigation is \$32.00 for the background check and an additional \$10 if fingerprints are taken at the State.

The resource selected must provide services on site at the BCA's Headquarters, 1430 Maryland Avenue East, St. Paul, Minnesota. The individual is expected to report to the work site for 40 hours per week, excluding dates state government is closed for holidays (Approved exceptions will be factored in the payment approval process).

The services are anticipated to be needed from July 2017 through April 2019; however, project needs could require that the contract be extended.

Mandatory Qualifications

To be initially scored as pass/fail. Thereafter, proposals, where the resource meets the Mandatory Qualifications, will be scored in part on the extent to which the resource exceeds these mandatory minimums. See RFO Evaluation Process, below.)

Required minimum qualifications

1. Vendor must propose an hourly rate at or below vendor's Max Hourly Rate for the category
2. Five years of lead data conversion experience.
3. Two years primary responsibility for preparing the data conversion plan.
4. Five total years of business analysis experience that includes all of the following:
 - a. Eliciting, analyzing, and documenting business rules, business requirements, functional requirements, and non-functional requirements, such as usability, reliability, and performance
 - b. Creating data dictionary and data mapping documents and entity relationship diagrams (ERD)
 - c. Writing User Stories
 - d. Writing Test Scenarios and conducting User Acceptance Testing (UAT)
 - e. Iterative development-and/or agile practices
 - f. Requirements management and traceability from stakeholder requirements through testing and implementation
5. Three years of business analysis using an Agile development and analysis methodology which includes all below:
 1. Agile/Scrum experience
 2. Story mapping experience
 3. Story grooming experience
 4. User Story writing

Desired Skills

1. Business analysis with experience in:
 - a. Business process reengineering
 - b. XML and SQL
 - c. Service oriented architecture (SOA).
2. Experience working with JIRA™ issue and project tracking software.
3. Experience working with off-site development.
4. Experience working on teams with at least three (3) business analysts.
5. Experience working with criminal justice systems.

Process Schedule

Process Milestone	Due Date
Deadline for Questions	05/01/2017, 2:00 PM
Anticipated Responses to Questions Posted	05/02/17
Proposals Due	05/08/2017, 2:00 PM
Anticipated proposal evaluation complete	06/12/2017
Anticipated work order start	07/01/2017

Questions

Any questions regarding this Request for Offers should be submitted via e-mail according to the date and time listed in the process schedule to:

Name: Deb Johnson
Organization: MNIT
Email Address: mnitcontracts@state.mn.us

Email subject line should read: Vendor Name, RFO0226 BCA CHS Analyst Questions

Questions and answers will be posted via an addendum to the RFO on the Office of MN.IT Services [website](#) according to the process schedule above.

Other persons ARE NOT authorized to discuss this RFO or its requirements with anyone throughout the selection process and responders should not rely on information obtained from non-authorized individuals. If it is discovered a Responder contacted other State staff other than the individual above, the responder's proposal may be removed from further consideration.

RFO Evaluation Process

Criteria	%
Extent to which the resource exceeds the Mandatory Qualifications	40%
Candidate Experience and Qualifications – Desired Skills	30%
Cost	30%

The State reserves the right to interview any or all proposed resources. In the event interviews are conducted, technical scores may be adjusted based on additional information derived during the interview process. The State further reserves the right to remove a resource from consideration if the resource is unavailable for interview as requested by the State.

This Request for Offers does not obligate the state to award a work order or complete the assignment, and the state reserves the right to cancel the solicitation if it is considered to be in its best interest. The Organization reserves the right to reject any and all proposals.

Submission Format

The proposal should be assembled as follows:

1. Cover Page

- Master Contractor Name
- Master Contractor Address
- Contact Name for Master Contractor
- Contact Name's direct phone/cell phone (if applicable)
- Contact Name's email address
- Consultant's Name being submitted

2. Overall Experience:

1. Resume identifying the Mandatory Qualifications – to be clearly noted in the response matrix - i.e. minimum pass/fail requirements, including companies and contacts where the resource has demonstrated the mandatory qualification as previously noted. If pass/fail requirements are not met further scoring of the proposal will be discontinued. Please complete the matrix below.
2. Resume identifying any Desired Qualifications.
3. Then continue the proposal with the remaining items in the order listed.

RESPONSE MATRIX	Resource Name:
MANDATORY QUALIFICATIONS:	Provide Dates and Company Name where the resource has demonstrated the qualification; or identify how the resource meets the requirement (Yes/No is not sufficient)
1. Five years of lead data conversion experience.	
2. Two years primary responsibility for preparing the data conversion plan.	
3. Five total years of business analysis experience that includes all of the following: <i>(Resource must have experience in all areas listed below and cells 3A-3F <u>must</u> add up to 5 years to meet this requirement)</i>	
3A. Eliciting, analyzing, and documenting business rules, business requirements, functional requirements, and non-functional requirements, such as usability, reliability, and performance	
3B. Creating data dictionary and data mapping documents and entity relationship diagrams (ERD)	
3C. Writing User Stories	
3D. Writing Test Scenarios and conducting User Acceptance Testing (UAT)	
3E. Iterative development and/or agile practices	
3F. Requirements management and traceability from stakeholder requirements through testing and implementation	

RESPONSE MATRIX	Resource Name:
4. Three years of business analysis using an Agile development and analysis methodology including: <i>(Resource must have experience in all areas listed below and cells 4A-4D must add up to 3 years to meet this requirement)</i>	
4A. Agile/Scrum experience	
4B. Story mapping experience	
4C. Story grooming experience	
4D. User Story writing	
If resource being submitted is working under a subcontract agreement, responder must identify each subcontractor	
DESIRED SKILLS:	Provide Dates and Company Name where the resource has demonstrated the skill (Yes/No is not sufficient)
Business analysis experience with Business process reengineering	
Business analysis experience with XML and SQL	
Business analysis experience with Service oriented architecture (SOA)	
Experience working with JIRA™ issue and project tracking software	
Experience working with off-site development	

RESPONSE MATRIX	Resource Name:
Experience working on teams with at least three (3) business analysts	
Experience working with criminal justice systems	

3. Cost Proposal

Include a **SEPARATE DOCUMENT** labeled “Cost Proposal” which includes the name of the resource being submitted and their corresponding proposed hourly rate.

4. Additional Statement and forms:

1. Conflict of interest statement as it relates to this project
2. [Affirmative Action Certificate of Compliance](#) (required if vendor proposal exceeds \$100,000, including extension options)
3. [Equal Pay Certificate](#) (required if vendor proposal exceeds \$500,000, including extension options)
4. [Affidavit of non-collusion](#)
5. [Certification Regarding Lobbying](#) (required if vendor proposal exceeds \$100,000, including extension options)

The STATE reserves the right to determine if further information is needed to better understand the information presented. This may include a request for a presentation.

Proposal Submission Instructions

- Vendor is limited to submission of one (1) resume/candidate in response to the Request for Offers
- Response Information: The resume and required forms must be transmitted via e-mail to:
 - Deb Johnson at mnitcontracts@state.mn.us
 - Email subject line must read: “VENDOR NAME – RFO0226 – BCA CHS Data Conversion Team – CONSULTANT NAME – DAJ”
- Submissions are due according to the process schedule previously listed.
- All responses are time and date stamped by the State’s email system when they are received. Responses received after Proposals Due Date above will not be considered. The State shall not be responsible for any errors or delays caused by technology-related issues, even if they are caused by the State.
- Vendor must copy MNIT.SITE@state.mn.us on any responses submitted for this RFO. Vendors that do not intend to submit a proposal must send an email notification of a no-bid on the request to MNIT.SITE@state.mn.us. Failure to do either of these tasks will count against your program activity and may result in removal from the program.

General Requirements

Proposal Contents

By submission of a proposal, Responder warrants that the information provided is true, correct and reliable for purposes of evaluation for potential award of this work order. The submission of inaccurate or misleading information may be grounds for disqualification from the award as well as subject the responder to suspension or debarment proceedings as well as other remedies available by law.

Liability

Indemnification

In the performance of this contract by Contractor, or Contractor's agents or employees, the contractor must indemnify, save, and hold harmless the State, its agents, and employees, from any claims or

causes of action, including attorney's fees incurred by the state, to the extent caused by Contractor's:

- 1) Intentional, willful, or negligent acts or omissions; or
- 2) Actions that give rise to strict liability; or
- 3) Breach of contract or warranty.

The indemnification obligations of this section do not apply in the event the claim or cause of action is the result of the State's sole negligence. This clause will not be construed to bar any legal remedies the Contractor may have for the State's failure to fulfill its obligation under this contract.

Disposition of Responses

All materials submitted in response to this RFO will become property of the State and will become public record in accordance with Minnesota Statutes, section 13.591, after the evaluation process is completed. Pursuant to the statute, completion of the evaluation process occurs when the government entity has completed negotiating the contract with the selected vendor. If the Responder submits information in response to this RFO that it believes to be trade secret materials, as defined by the Minnesota Government Data Practices Act, Minn. Stat. § 13.37, the Responder must: clearly mark all trade secret materials in its response at the time the response is submitted, include a statement with its response justifying the trade secret designation for each item, and defend any action seeking release of the materials it believes to be trade secret, and indemnify and hold harmless the State, its agents and employees, from any judgments or damages awarded against the State in favor of the party requesting the materials, and any and all costs connected with that defense. This indemnification survives the State's award of a contract. In submitting a response to this RFO, the Responder agrees that this indemnification survives as long as the trade secret materials are in possession of the State.

The State will not consider the prices submitted by the Responder to be proprietary or trade secret materials.

Conflicts of Interest

Responder must provide a list of all entities with which it has relationships that create, or appear to create, a conflict of interest with the work that is contemplated in this request for proposals. The list should indicate the name of the entity, the relationship, and a discussion of the conflict.

The responder warrants that, to the best of its knowledge and belief, and except as otherwise disclosed, there are no relevant facts or circumstances which could give rise to organizational conflicts of interest. An organizational conflict of interest exists when, because of existing or planned activities or because of relationships with other persons, a vendor is unable or potentially unable to render impartial assistance or advice to the State, or the vendor's objectivity in performing the contract work is or might be otherwise impaired, or the vendor has an unfair competitive advantage. The responder agrees that, if after award, an organizational conflict of interest is discovered, an immediate and full disclosure in writing must be made to the Assistant Director of the Department of Administration's Office of State Procurement ("OSP") which must include a description of the action which the contractor has taken or proposes to take to avoid or mitigate such conflicts. If an organization conflict of interest is determined to exist, the State may, at its discretion, cancel the contract. In the event the responder was aware of an organizational conflict of interest prior to the award of the contract and did not disclose the conflict to OSP, the State may terminate the contract for default. The provisions of this clause must be included in all subcontracts for work to be performed similar to the service provided by the prime contractor, and the terms "contract," "contractor," and "contracting officer" modified appropriately to preserve the State's rights.

IT Accessibility Standards

All documents and other work products delivered by the vendor must be accessible in order to conform with the State Accessibility Standard. Information about the Standard can be found at <http://mn.gov/mnit/programs/policies/accessibility/>.

Preference to Targeted Group and Economically Disadvantaged Business and Individuals

In accordance with Minnesota Rules, part 1230.1810, subpart B and Minnesota Rules, part 1230.1830, certified Targeted Group Businesses and individuals submitting proposals as prime contractors will receive a six percent preference in the evaluation of their proposal, and certified Economically Disadvantaged Businesses and individuals submitting proposals as prime contractors will receive a six percent preference in the evaluation of their proposal. Eligible TG businesses must be currently certified by the Office of State Procurement prior to the solicitation opening date and time. For information regarding certification, contact the Office of State Procurement Helpline at 651.296.2600, or you may reach the Helpline by email at mmdhelp.line@state.mn.us. For TTY/TDD communications, contact the Helpline through the Minnesota Relay Services at 1.800.627.3529.

Veteran-Owned Small Business Preference

Unless a greater preference is applicable and allowed by law, in accordance with Minn. Stat. § 16C.16, subd. 6a, the Commissioner of Administration will award a 6% preference in the amount bid on state procurement to certified small businesses that are majority owned and operated by veterans.

A small business qualifies for the veteran-owned preference when it meets one of the following requirements. 1) The business has been certified by the Department of Administration/Office of State Procurement as being a veteran-owned or service-disabled veteran-owned small business. 2) The principal place of business is in Minnesota AND the United States Department of Veterans Affairs verifies the business as being a veteran-owned or service-disabled veteran-owned small business under Public Law 109-461 and Code of Federal Regulations, title 38, part 74 (Supported By Documentation). See Minn. Stat. § 16C.19(d).

Statutory requirements and certification must be met by the solicitation response due date and time to be awarded the preference.

Foreign Outsourcing of Work Prohibited

All services under this contract shall be performed within the borders of the United States. All storage and processing of information shall be performed within the borders of the United States. This provision also applies to work performed by subcontractors at all tiers.

Work Force Certification

For all contracts estimated to be in excess of \$100,000, responders are required to complete the Affirmative Action Certificate of Compliance and return it with the response. As required by Minnesota Rule 5000.3600, "It is hereby agreed between the parties that Minnesota Statute § 363A.36 and Minnesota Rule 5000.3400 - 5000.3600 are incorporated into any contract between these parties based upon this specification or any modification of it. A copy of Minnesota Statute § 363A.36 and Minnesota Rule 5000.3400 - 5000.3600 are available upon request from the contracting agency."

Equal Pay Certification

If the Response to this solicitation could be in excess of \$500,000, the Responder must obtain an Equal Pay Certificate from the Minnesota Department of Human Rights (MDHR) or claim an exemption prior to contract execution. A responder is exempt if it has not employed more than 40 full-time employees on any single working day in one state during the previous 12 months. Please contact MDHR with questions at: 651-539-1095 (metro), 1-800-657-3704 (toll free), 711 or 1-800-627-3529 (MN Relay) or at compliance.MDHR@state.mn.us.